

APPENDIX E
Sample *Tropicana* Subpoena

ATTACHMENT TO SUBPOENA DUCES TECUM

1. [XYZ Company] shall be referred to in this subpoena as the Employer.
2. Documents which show the full and correct name and address of the Employer's business, its legal status, and the names, titles and dates of tenure of all owners, partners, principals, officers, and directors of the Employer's business.
3. True copies of the Employer's Articles of Incorporation, Corporate Charter and Certificate of Incorporation, Corporate By-Laws, and all amendments thereto, and all annual reports and licenses or applications to do business filed by the Employer with state and county governments, including but not limited to the State of ____ and/or the County of ____.
4. A true copy of all contracts and other agreements between the Employer and state and county governments, including but not limited to the State of ____ and/or the County of ____.
5. All books, records or other documents, including but not limited to books of accounts, accounts receivable records, purchase orders, invoices, journals, ledgers, bills of lading, canceled checks, billing slips, delivery and/or receiving records, and State and Federal tax returns, for the period from ____ to the present, which will show:
 - a) Gross receipts for products sold and services rendered by the Employer directly to enterprises or persons located outside the State of ____.
 - b) Gross receipts for products sold and services rendered by the Employer directly to enterprises or persons located within the State of ____, including the identity and address of each of the enterprises or persons to whom sales were made or services performed.
 - c) The dollar value of all goods, supplies, and services purchased and/or received by the Employer from enterprises or persons located outside the State of ____.
 - d) The dollar value of all goods, supplies, and services purchased and/or received by the Employer from all enterprises or persons located within the State of ____, including the identity and address of each of the enterprises or persons from whom purchases were made or services received.
6. Pay roll records showing names, addresses, job classifications, departments, rates of pay, dates of hire, and hours of employment for all individuals employed by the Employer, including individuals on layoff status and the dates of layoffs, for the period from ____ to date.

7. In lieu of physically producing the information and/or records required above, the hearing officer for the National Labor Relations Board will accept sworn testimony by a responsible official of the Employer regarding each of the items above.